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Office Memorandum • UNITED STATES GOVERNMENT**TO :** Chief, Executive Officer, TR**DATE:** 2 February 1955**FROM :** Chief, Instructional Services Branch, SS/TR**SUBJECT:** Weekly Activity Report #5 - 26 January - 1 February 1955**a. SIGNIFICANT ITEMS** - None**b. OTHER ACTIVITIES**

1. Catalogs of Courses - Distribution of Catalogs of Courses (with long term schedules) has been completed to these courses for use in the classroom.

- a. Basic Orientation - 106 copies, CC 100-1
- b. Clandestine Services Review - 30 copies, CC 100-1
- c. Intelligence Principles and Methods - 39 copies, CC 101-1

TR CC 200-1, the field copy, has been sent to the printer. Long-term schedules were forwarded in quantities of 200 (DDP, DDI) and 130 (DDA) for general distribution within those Offices. These were in addition to the numbers originally distributed to the Training Liaison Officers. ✓

2. Planning of Permanent Training Base - The C/ISB attended the first meeting of a committee named to begin a study of the construction of a permanent training base in [REDACTED]. A pre-planning outline was devised in rough. Others who attended were: ✓

[REDACTED] - FE [REDACTED]
 [REDACTED] - R&C Div/LO
 [REDACTED] - C/FE [REDACTED]
 [REDACTED] - DD/P Adm. Office
 [REDACTED] - TC/FE [REDACTED]

3. Foreign Language Film Program - A new schedule of foreign language films shown at after-hours periods was initiated on 11 January. On a two-week cycle, a French, German, Spanish, Italian, Portuguese or Russian film is shown daily after 5 o'clock on Tuesdays, Wednesdays, and Thursdays. Films are previewed by instructors before being shown.
4. Student Research Papers - The OTR Regulation establishing the policy and procedures concerning this subject will be published shortly. The initial project list from the WCC has been withdrawn by the Chief Instructor until the papers can be edited.
5. Map Instruction in ITC - [REDACTED] completed his instructional assignment in the ITC with a critique of his units. ✓

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6. Instructor Training Course - The five students listed last week completed the course on 28 January.
7. Displays for Intelligence Products Exhibit - Status of new displays is:
 - a. OCI Panels - Layout completed and submitted to BOC Staff and OCI Officer for final approval. ✓
 - b. OO Panel - Preliminary layout under design. New materials furnished by OO.
 - c. OSI Panel Preliminary layout under design.
 - d. OIR Panel - [] arranging interviews with division personnel.

8. Japanese Grammar - Art work on layout continuing. [] and a student are making corrections in textual material and calligraphy translated by FDD.

9. ISB personnel in courses this week are:

[] VAS - NIO

[] LS - NIO

[] ISB - Basic Management #12

[] was withdrawn from Basic Management #12 to do the casting work on the next major film production because of Miss [] illness.

10. [] will be hospitalized or confined at home for at least six weeks because of illness.

11. [] Librarian, visited OTR Library to discuss routine procedures.

12. [] is at [] for three days this week on a mission for TSS.

13. [] is in [] for two days to examine film production equipment on which bids were submitted by several suppliers. [] who had planned to accompany [] was unable to make the trip due to illness of his wife.

14. [] VAS, was married on 29 January to []
[] They are at home at []

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